



Governor Terry E. Branstad
Lt. Governor Kim Reynolds
San Wong, Director

CRIMINAL JUSTICE INFORMATION SYSTEM ADVISORY COMMITTEE MINUTES OF ELECTRONIC MEETING—CORRECTED

Origination site: Lucas State Office Building,
321 E. 12th Street, Room 208
Des Moines, Iowa

Thursday, June 9, 2016

Present: Josh Halterman, Acting Chair; Jerry Bartruff; Julie Carlin; Christine Dalton; Lori Smith for Paul Fitzgerald; Scott Hand; Mike McKelvey; Julie Miller; Darrel Mullins; Charis Paulson; Darin Raymond

Ex-officio: Sen. Julian Garrett; Rep. Stan Gustafson

Staff: Tammi Blackstone, CJIS Coordinator; Julie Rinker; Dave Schmitz

Others: Jim Pingel, URL

Roll Call, Opening Remarks

Tammi Blackstone welcomed those in attendance at 11:08 a.m. A quorum was present. In the absence of the Acting Chair, Mark Headlee, Josh Halterman called the meeting to order and served as the Acting Chair.

Approval of Minutes

Charis Paulson moved to approve the minutes from the March 10th meeting, seconded by Mike McKelvey. There was no discussion. The motion was unanimously approved.

Coordinator Report

1. Status of Current Budget

Blackstone reported on the budget. Anticipated expenditures through the end of the state fiscal year (June 30th) are \$310,647. This amount includes the May and June payments to URL as well as the 15% URL holdback which all total \$286,222. The holdback is part of the contract with URL. Once performance measures are met, the holdback is paid. The remaining expenses are to Zirus and Oracle (software license).

There is currently \$1,110,036.53 remaining in the CJIS budget, and it is anticipated that there will be \$799,389.53 remaining in the CJIS budget on June 30, 2016. CJIS receives another \$1.3 million on July 1, 2016.

2. Update on Disaster Recovery

Dave Schmitz reported that disaster recovery testing was successful. Software upgrades

are being made to the current and the recovery systems. The project is moving forward.

3. Alternate Vendors for Complaints & Citations

- a. Westcom (5 metro communities) utilizing TriTech**
- b. Council Bluffs utilizing Zuerchertech**
- c. Plan for these and future vendors: CJIS Certification & Policy**

Blackstone reported that additional communities are interested in using outside vendors for complaints and citations. After meeting with a representative from the Attorney General's Office, it was determined that vendors could not be billed for CJIS Administrator time.

To facilitate these requests, a certification process will be developed. Jim Pingel, URL, provided an explanation of the certification requirements and specifications consistent with CJIS and Judicial Branch standards. This certification system will create a uniform process for all new vendors and allow vendors to test their systems independently in order to protect the time of the CJIS Administrator.

4. Stalled CJIS exchanges between County Attorney and Judicial Branch

- a. 3 stalled exchanges: Trial Information, Juvenile Delinquency Petition, and Motions/Proposed Orders**
- b. Budget estimates from Zirous to move exchanges into production**

Blackstone discussed the use of CJIS funds to move exchanges that had stalled due to budget cuts in the Judicial Branch. The development of these exchanges would benefit county attorneys and could be installed independent of each other. Blackstone provided Zirous cost estimates for each exchange and asked for comment.

After a brief discussion, there was consensus to also seek cost information on the stalled public defender exchange. The matter was tabled to the next meeting. Blackstone will provide updated information regarding the cost, current status, and projected volume/usage of the three stalled county attorney exchanges and the stalled public defender exchange.

5. Database Upgrade to 11.9.9

Dave Schmitz reported it was necessary to upgrade Oracle software to 11.1.1.9, an unexpected expense. The upgrade includes software support, security, and critical updates through 2018. The cost of the upgrade was \$11,625.

6. New and Ongoing Exchanges

- a. CDL Flag for traffic citations (Courts → DOT)
- b. Hearing Order (Courts → Attorney General)
- c. New Felon Info (Courts → Secretary of State)
- d. Disposition Matching (Courts → DPS)
- e. Court Notifications to Victims (Courts → AG Crime Victim Assistance)

- | | |
|-------------------------|----------------------------|
| f. Victim Assignment | (DOC → County Attorney) |
| g. Charge Table Updates | → Multiple recipients |
| h. Rollouts on | |
| Court Notice | (Courts → County Attorney) |
| Victim Transfer | (County Attorney → DOC) |
| Offender Release | (DOC → County Attorney) |
| Hearing Order | (Courts → County Attorney) |

Blackstone referenced handouts noting the volume of exchanges for the months of April and May and the status of the rollout of the County Attorney Exchange. This information was provided to underscore exchange volume on a monthly basis.

Blackstone also noted the exchanges listed above and explained that item (a) involves an addition to a currently-existing exchange; items (b) – (g) are either new exchanges or are being modified; and item (h) lists currently-existing exchanges that are being rolled out to new counties.

Pingel provided further information on the status of the roll-outs and exchanges. The primary focus has been on Disposition Matching; testing should be completed by the end of June. The next priority will be Victim Assignment and Victim Transfer exchanges in late June/July. The Hearing Order exchange is currently under development with the AG office. Other exchanges are ongoing, working on them as partners are ready. The CDL Flag for traffic citations is due at the end of September.

Discussion Item: Returns of Service – Can these be part of CJIS?

Blackstone noted interest from other committee members in using CJIS to transmit returns of service which are civil in nature, but used by sheriff offices. She asked for discussion regarding the MOU guidelines and whether there were options to proceed or whether a letter should be sent to the advisory board members.

Members discussed concerns regarding the current budget and taking on additional issues. Several stated the importance of following the current MOU until a new one is approved allowing expansion into the civil area.

Blackstone asked Lori Smith, Story County Sheriff's Office, to convey the discussion to Sheriff Fitzgerald and suggested he contact Blackstone if he had concerns.

There was no further discussion.

Adjourn

Halterman thanked members for attending. The meeting adjourned at 11:55 a.m.

Respectfully submitted,

Julie Rinker, Administrative Secretary
Div. of Criminal & Juvenile Justice Planning